



BOARD MEETING AGENDA  
MAY 2014

**Wednesday, May 21, 2014**

- 6:00pm Welcome/Introductions  
Approve Minutes from April Regular & Special board meetings
- 6:05pm **Chairman's Report**  
Dry Needling Efforts: Update  
Jurisprudence Course: Calendar/Updates  
FSBPT 2014 Meetings & Events
- 6:30pm **Treasurer's Report**  
Monthly Financials  
Income Statement  
Balance Sheet  
Securities  
FY15 Budget Draft
- 7:00pm SSA Consultants – Final Report
- 9:00pm Adam Lafleur – Discussion with the Board
- 10:00pm Legislative Task Force: Update  
P&P Review: Advisory Committee
- 10:30pm **Legal Report**  
Medication Review  
P&P Review: 6.5G Policy Review
- 11:00pm Recess

**Thursday, May 22, 2014**

- 8:00am Website Redesign: Covalent Logic presents to the board
- 9:00am **Executive Director's Report**  
Licensing Analyst 2 position  
Practice Act Clarification  
Lapsed license reinstatement process  
Provisional licensee supervision requirements  
Advisory Committee: CLEAR Conference in New Orleans  
PSA: Update  
IT Security: Update

9:30am	New Building: Review proposed options for building vs. leasing
9:45am	Declaratory Statements: Review/Update
10:30am	Task Tracker New Correspondences
11:30am	Monitoring Consent Orders
12:00pm	Adjourned

**LOUISIANA PHYSICAL THERAPY BOARD**  
**MAY 21 – 22, 2014**                      **APPROVED**

On May 21, 2014 the regular board meeting began at 6:00pm in the conference room at Louisiana Physical Therapy Board (104 Fairlane Drive, Lafayette, LA 70507). A quorum of board members was present. Present at the board meeting were Chairman Al Moreau, PT; Secretary/Treasurer Danny Landry, PTA; Beth Austin, PT; Kristina Lounsberry, PT; Sue Bartol, PT; and Gerald Leglue, MD. Board member Jerry Jones, Jr. was absent. Also present were Executive Director Charlotte Martin; Advisory Committee Members Patrick Cook and Wayne Campbell; Legal Counsel George Papale; Attorney Courtney Newton; and LPTA representative Christina Faucheux.

The meeting was called to order by Chairman Moreau at 6:00pm. The board approved the minutes from the April regular board meeting and special board meeting.

**CHAIRMAN’S REPORT**

Chairman Moreau updated the board on dry needling efforts by the board. Courtney Newton reviewed the memo sent to the Attorney General (AG) in response to the Louisiana State Board of Medical Examiners (LSBME) request for an opinion from the AG’s Office with the board.

Chairman Moreau presented jurisprudence questions on the online jurisprudence exam that have been identified as either incorrect or confusing. The board reviewed all questions/answers and discussed updates that the staff will make to the online jurisprudence exam.

Chairman Moreau shared a proposed dates and locations for the 2014-15 traveling jurisprudence schedule for a discussion. The staff will consider comments made by board members, revise the proposed schedule and bring a revised schedule to the next board meeting.

Chairman Moreau addressed the need for the board to issue a statement regarding supervision requirements for provisional licensees pending examination. The board determined that provisional licensees pending examination are allowed to work at more than one worksite; however, each worksite requires at least one supervisor. Every supervisor must meet supervisor requirements set forth in PT Rule 330.

**TREASURER’S REPORT**

Secretary/Treasurer Landry presented on the board financials. In April the board has \$403,143.24 in cash, \$202,498.82 in savings, and \$712,356.66 in securities.

Susan Bartol made a motion to direct Charlotte Martin to reinvest marking CD # 5012318 upon its maturation in June 2014. Kristina Lounsberry seconded the motion. The board voted and unanimously approved.

Secretary/Treasurer Landry updated the board on the draft FY2015 budget that he is working on with the Executive Director, Chairman and CPA. The draft will be presented to the board at the next board meeting.

**SSA CONSULTANTS**

Chairman Moreau welcomed SSA Consultants representatives Rudy Gomez, Paul Laperouse, and Anita Byrne. SSA Consultants presented their final Organizational Assessment and Operational Planning report to the board with recommendations for redesigning the current staffing model, designing and implementing a staff development system, investing in a new website, transitioning to an electronic newsletter, performing a staged review of all key work processes, explore opportunities to outsource work processes, request quarterly financial updates, develop a new operating Pro Forma, begin long-term facility needs assessment, conduct a licensee satisfaction survey, invest in board development, assess and refine advisory committee function, develop an annual performance evaluation system, and assess current guidelines/practices for board interface with staff, vendors and outside entities. SSA provided a timeline to the board as a recommended timeline for implementing these recommendations.

**LEGISLATIVE TASKFORCE UPDATE**

Chairman Moreau welcomed Cristina Faucheux of the Louisiana Physical Therapy Association representing Government Affairs. The Legislative Taskforce of the board presented updates on legislative activity to the board. Courtney Newton provided the Executive Director with a list of Bills to watch that, if approved, will impact the regulation of the practice.

## **BOARD DISCUSSION WITH ADAM LAFLEUR**

Chairman Moreau introduced licensee Adam Lafleur. The board requested that Mr. Lafleur come before the board after receiving the Monitoring Visit report from the Monitoring Visit of Mr. Lafleur by Advisory Committee Member Wayne Campbell. In Mr. Campbell's report, he noted that Mr. Lafleur is employed by a school board; however, his practice resembles that of a home health practitioner. He is independent of his supervisor and working one-on-one with students in isolated rooms at school campuses. Furthermore, he is practicing in the home of disabled students. The board prohibits Mr. Lafleur from providing home health therapy, as is stated in his Consent Order. In addition to the violation of the Consent Order regarding Mr. Lafleur's practice in a home health setting, Mr. Lafleur has also spent periods of time working less than 20 hours per week. He has failed to notify the Executive Director of the periods of time when he was not regularly working full time. He must notify the Executive Director when he will not be working full time and the probationary period of his Consent Order will be extended in time accordingly.

## **LEGAL REPORT**

George Papale presented on the topic of Medication Review. Several PTs have been contacting the board office asking if Medication Review is within their Scope of Practice. There are Medicare requirements for PTs to review medication at some level. The board determined that if a licensee feels in any way that they are not qualified to perform something asked of them that this is their responsibility to not perform that act. Licensees put themselves at risk when they perform any function that they feel they are not qualified or educated to perform. Since the level of expertise of licensee varies, the board is not going to issue a statement stating that all licensees can or cannot perform certain tasks. However, in terms of medication review, licensees are prohibited from educating patients on side effects, medication interactions, medication purposes, and instructing patients on dosages and frequency of medication use.

The board reviewed the State Civil Service 6.5G policy for the Louisiana Physical Therapy Board. The Board's policy allows the board to hire classified employees at a rate higher than the minimum rate of the position as defined by State Civil Service. Chairman Al Moreau, III made a motion for the board to adopt the new 6.5G policy. Secretary/Treasurer Danny Landry seconded the motion. The board voted and unanimously approved.

George Papale presented a signed and notarized Consent Order to the board for licensee Ashley Wilkinson, PTA. Ms. Wilkinson self-reported to the board that she had stolen controlled medication from a patient. The board voted and unanimously approved her Consent Order, stating that when the board approves her workplace setting that home health settings will not be approved.

The board discussed Informal Consent Orders to be issued to licensees who failed to renew their license and practiced with an expired license. The Executive Director will update the Informal Consent Order and the Employer form to be signed by employers verifying that the charges during the period of non-renewal will be reversed or refunded to patients who were treated by the unlicensed PT. Licensee Todd Rodrigue is currently the only licensee that the board is aware of who has practiced with an expired license this year.

The board meeting recessed at 11:00pm.

The board meeting reconvened at 8:00am. A quorum of board members was present. Present at the board meeting were Chairman Al Moreau, PT; Secretary/Treasurer Danny Landry, PTA; Beth Austin, PT; Kristina Lounsberry, PT; Sue Bartol, PT; and Gerald Leglue, MD. Board member Jerry Jones, Jr. was absent. Also present were Executive Director Charlotte Martin; Legal Counsel George Papale; and Attorney Courtney Newton.

## **COVALENT LOGIC**

Covalent Logic presented a proposed estimate for rebuilding the board database and designing a new website. The timeline for the website launch remains December 2014. Kristina Lounsberry made a motion to authorize the Executive Director to negotiate with Covalent Logic regarding the database upgrade database upgrade (redesign) pricing. It also authorizes Executive Director to enter into a contract with Covalent at the negotiated price not to exceed the proposed bid price. The board voted and unanimously approved.

## **NEW BUILDING**

The board voted to put off discussions regarding the new building for one year. The vote was unanimously approved.

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Charlotte Martin proposed that the starting salary of the Licensing Analyst begin at a higher

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range than where it is currently. Chairman Al Moreau, III made a motion to start Licensing Analyst 2 position at 2<sup>nd</sup> level. Danielle Linzer will be hired for the position. Kristina Lounsberry seconded the motion. The board voted and unanimously approved.

Mrs. Martin requested that the board clarify the Practice Act and Rules and Regulations regarding reinstatement of lapsed licenses. George Papale and Mrs. Martin will update the Informal Consent Order that was used previously to be more closely aligned with Rule 187.C. The board agreed that communication needs to be as consistent as possible in both the Informal Consent Order and the letter to the employer regarding reversed charges of any patients treated during the period that the licensee was practicing with an expired license.

Mrs. Martin requested that the board clarify the Practice Act and Rules and Regulations regarding supervision of Provisional Licensees (CAPTE graduates pending examination). The board determined that provisional licensees may work at more than one worksite; however, each worksite must have at least one supervisor and all supervisors must meet supervisory requirements.

## **NEW CORRESPONDENCES**

### **MONITORING CONSENT ORDERS**

The board discussed Consent Orders that are currently being monitored by the board.

Board meeting adjourned at 1:00pm.

### **MOTIONS:**

Susan Bartol made a motion to direct Charlotte Martin to reinvest marking CD # 5012318 upon its maturation in June 2014. Kristina Lounsberry seconded the motion. The board voted and unanimously approved.

Chairman Al Moreau, III made a motion for the board to adopt the new 6.5G policy. Secretary/Treasurer Danny Landry seconded the motion. The board voted and unanimously approved.

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